

FC6-3226

28 September 1956

MEMORANDUM FOR: Special Support Assistant, DD/S

SUBJECT: Training Problems, FE, to be Discussed at Next DD/P
Administrative Officers' Meeting

In accordance with your request of 13 September 1956, the following items, discussion of which would be of interest to FE Division, are submitted:

1. The constant changing of schedules, after they have been distributed to Headquarters and the field, usually results in requests for tutorial training in the cancelled courses and may result in considerable inconvenience when training has been scheduled for returnee TDY personnel. The suggested solution is that all published schedules be firm for six months. RBS

2. Two out of three issues of the OTR Bulletin have been received 10 to 15 days after publication date. Since course deadlines and current or new schedules, etc., are included, every effort should be made to insure that the Bulletins are issued on time. LB Skew

3. The Language and Area School has added a large number of internal language and area courses. Difficulties arise because Form 73, Request for Internal Training, requires the signature of the language instructor before it is forwarded through normal training channels. It frequently happens that copies are detached by LAS before they reach the OTR Registrar, or else are forwarded directly to the Registrar with the result that the Division or Senior Training Staff has no record of acceptance for the course. It is suggested that a procedure be developed which would eliminate these difficulties. Clyde

4. LAS language courses are listed in the catalogue and OTR Bulletin by name only and with no numerical designation as used by the Intelligence and Operations School. This is confusing as indicated by the fact that languages may be taught in units such as Speaking, Reading and Writing. A student may take a complete course or a single portion, such as Speaking. LAS uses a numerical designation such as 1-A to identify the spoken language, but that is not included in the catalogue or bulletin. A great deal of time and effort would be saved if all language courses, either complete or as separate units, carried a numerical designation so they could be properly identified. Clyde

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CENTRAL INTELLIGENCE AGENCY
OFFICIAL ROUTING SLIP*FOI-3226*

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FROM		INITIALS	DATE
1	<i>C/FE/S</i>	<i>E.B.</i>	<i>10/1/53</i>
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<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
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Remarks:

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FORM NO. 30-4

Previous editions may be used.

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